

SPECIAL  
POINTS OF  
INTEREST:

- Employee  
Annual ASAP  
Training:  
12/3/12, 0830-  
1030, Bldg 573
- Supervisor  
Annual ASAP  
Training:  
12/17/12, 0830-  
1030, Bldg 573
- 12/25/12– Holi-  
day, ASAP is  
Closed
- In accordance  
with AR 600-85,  
all civilians will  
have a minimum  
of 2 hours of  
alcohol and other  
drug awareness  
training per year.

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# Ft Irwin EAP

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## Civilian Education System

### Civilian Education System (CES)

**What is it?** The Civilian Education System (CES) provides the Army Civilian Corps, at all levels, the opportunity to develop leadership skills through a progressive and sequential blended learning environment – distributed learning and resident instruction. The CES focuses on leadership competencies required at each level of responsibility and assignment as a civilian advances through their career.

**What has the Army done?**  
The Army currently offers the following CES courses:

- Foundation Course develops team leaders by instilling an understanding of the Army, its ranks, structure, traditions, and values.

- Basic Course prepares team leaders, supervisors, and managers with the skills to effectively communicate, lead and care for small teams, and to develop and mentor subordinates.

- Intermediate Course prepares mid-level supervisors to manage human and financial resources; direct program management and systems integration; and work with the flexibility and resilience essential to sustain mission focus.

- Advanced Course focuses Army Civilians on leading complex organizations in support of national security and defense strategies; and integrating Army and Joint systems in support of the Joint Force.

- Continuing Education for Senior Leaders (CESL) Course is a continuing education sustain-

ment program to bring senior Civilians together to discuss current and relevant issues facing the Army.

- Defense Senior Leader Development Program (DSLDP) develops senior Civilian leaders to excel in the 21st Century joint, interagency, and multinational environment.

- Supervisory Development Course provides lessons on human resources functions, management, supervising, and leading employees.

- Manager Development Course focuses on managing, leading, human resources, organizational culture, planning, programming, budget development, and manpower management. Action Officer Development Course focuses on staff work practices in the Army and covers organization and management.

## Relaxation Tips for the Holiday

Organizing your time and pacing yourself during the holidays reduces stress.

For some people, holidays can be extremely stressful times of the year. Stressors can include family reunions, traveling, cooking and spending too much money on gifts. In addition, loneliness can add to stress, as people without family or friends can become

depressed due to lack of relationships and social interaction. Creating time for yourself to relax helps dissipate holiday stress and better equips you for the fast pace of the holiday season. Does this Spark an idea?

### Maintain Healthy Habits

Do not allow the holiday season to become a free-for-all. When

you overindulge in rich foods and drinks, you invite stress and guilt into your life. Enjoying a healthy snack before attending a holiday party prevents you from going overboard on unhealthy food and high-calorie drinks. In addition, continuing to get enough exercise and plenty of sleep helps to reduce stress and allows you to enjoy your holidays better.

# Civilian Education System

**What continued efforts does the Army have planned for the future?** The Army will continue refining, improving, and updating the curricula in the CES. To conform with the DoD Leader Development Framework, CES courses will be revised to develop leader competencies. Leader competencies are the building blocks of Executive Core Qualifications, and civilian employees are well served when they master these leader competencies. The Civilian Human Resource Training Application System (CHRTAS),

a portal of the Army Training Requirements and Resources System (ATRRS), is being enhanced to facilitate CES registration functions.

**Why is this important to the Army?**

Army Civilians are integral to the Army team, critical to the Army's success, and thus ultimately, vital to the Nation's security. The contemporary operating environment requires Civilians to assume responsibilities previously performed by military personnel, and demands capable, agile Civilian leaders at all levels,

who are prepared to face any challenge. To fill this leadership requirement, we must invest in the training and development of our Civilian leaders to provide a more professional, capable, and agile Civilian Corps critical to the Army's mission.

**Information Paper from :  
The Army Posture Statement 2011 (July)**

## Relaxation Tips for the Holiday

### Create Alone Time

You need to take a breather and create some time solely for yourself. By spending 15 minutes by yourself, without any distractions, you allow yourself to become refreshed enough to handle the things you need to do. Taking walks, stargazing and listening to soothing music are examples of activities that can clear your

mind and reduce stress levels. In addition, relaxing activities such as these allow your breathing to become slower, which restores your inner calm.

### Stick to Your Budget

Prior to embarking on gift or food shopping, determine how much money you can afford to spend, and stick to this amount. Never attempt to buy

happiness by overspending on gifts. Effective alternatives to spending too much money include donating to a favorite charity in the recipient's name, starting a gift exchange and giving homemade gifts instead of store-bought gifts.

### Learn to Say No

Consistently saying "yes" at times when you should really be saying "no" can cause you

## Holiday Drinking: Keep it Safe

Every holiday season, people have to deal with the increased pressures and stress that the holidays place upon most of us. Whether we're traveling to be with family or doing our last-minute gift buying, most people feel under pressure during the holidays. As you might suspect, the holiday season then becomes one of the most dangerous

times of the year for alcohol-related accidents and death.

There are several reasons for this:

More people drink during the holidays due to numerous parties and other festivities.

Many holiday drinkers don't drink often, so they have a lower alcohol tolerance. These people often underestimate

their level of impairment and sometimes even drive when they shouldn't. When arrested for drunk driving, these people often show a relatively low blood alcohol content yet they are very intoxicated.

Problem drinkers and alcoholics love the holidays because there are more social occasions to drink.

# Relaxation Tips for the Holiday

to be overwhelmed and experience feelings of resentment. Your friends, family and colleagues will understand if you choose not to participate in each activity that they want to include you in. If you are unable to say no to your boss when he requests you to work overtime, eliminate another planned activity from your agenda, which will make up for lost time.

## Set Aside Differences

Getting together with family and friends can sometimes evoke feelings of stress and discord. Accept-

ing friends and family members as they are promotes closeness and harmony, which allows you to set aside your grievances temporarily. In addition, be understanding if other people get distressed or upset when something goes wrong. Remember that they might also be feeling the same effects of stress and depression brought on by the holiday season.

**eHow Home - Meadow Milano,**  
**eHow Contributor**



## This and That



"You caught a virus from your computer and we had to erase your brain. I hope you've got a back-up copy!"



"Never talk anymore?! I commented on your blog twice today!"



"Your wife tells me that you are a workaholic."

## Holiday Drinking: Keep it Safe

They say they feel more "normal" because the occasional drinkers are also more likely to abuse alcohol during this time of year. Consequently, people with alcoholism drink and drive more frequently. Unlike occasional drinkers, they have a high tolerance for alcohol and can consume large amounts before showing effects.

The holidays are busy and stressful. People are hurrying more than

normal and winter road conditions make driving more dangerous. Add alcohol to this scenario and you have a recipe for disaster.

### Avoiding Alcohol-Related Problems:

- ♦ Just say no. Resist the pressure to drink or serve alcohol at every social event.
- ♦ Offer nonalcoholic beverages.

- ♦ Designate a driver before the party begins.
- ♦ Choose your number ahead of time.
- ♦ Remember that alcohol is a complement, not the purpose.

**Drew W. Edwards, ED.D, MS,**  
**Psych Central (excerpt)**



## **Ft Irwin Employee Assistance Program (EAP)**

Building 573 Third Street  
Ft Irwin, CA 92310

Phone: 760.380.9092

Fax: 760.380.3403

Email: valencia.r.barnes.civ@mail.mil

**Basic EAP services include free, voluntary, short term counseling and referral for various issues affecting employee mental and emotional well-being, such as alcohol and other substance abuse, stress, grief and family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to help address employee and organizational challenges and needs. EAP services are available to DA Civilians including NAF/AF and their family members, military dependents, military retirees and their family members. EAP consultations can be done in the EAP's office or another private location of your choice.**

***EAP— promoting productive employees***

# Annual ASAP Training

Per AR 600-85, all Department of the Army civilians are required to have a minimum of two hours per year of Substance Abuse Training. This training is offered by the Army Substance Abuse Program. There are two classes per month, one for supervisors and one for employees. Topics of training include: Effects of Stress and Stress Management, Workplace Bullying, Civilian Drug Testing Program, Workplace Violence, Employee Assistance Program and more.

All classes start at 0830 and end 1030. They are held in building 573 (corner of Third and South Loop).

Here is the schedule for the rest of FY 2013:

### **Employees:**

December 3, 2012  
January 8, 2013  
February 5, 2013  
March 5, 2013  
April 2, 2013  
May 7, 2013  
June 4, 2013  
July 1, 2013  
August 6, 2013  
September 3, 2013

### **Supervisors:**

December 17, 2012  
January 22, 2013  
February 26, 2013  
March 26, 2013  
April 16, 2013  
May 8, 2013  
June 25, 2013  
July 22, 2013  
August 20, 2013  
September 17, 2013

In addition, these classes are offered online as well. Links to the classes can be found on the Army Substance Abuse Program webpage (linked to DHR webpage). Employees will receive a certificate of completion after the training is done. If you have any questions, please call Valencia Barnes at 380.9092.

